



ITCSO Training Academy



Contract Audit Follow-Up (CAFU) 3.5

Reports Overview and Access

November 2009

Course Topics

Note: Links will *only* work in PowerPoint's slide show view.

Module

One

Lesson One

- Topic One
- Topic Two
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CAFU Reporting

Interface

CAFU Overview

- CAFU Overview
- CAFU Reporting Overview
- How to Access CAFU Reporting
- CAFU Reporting Interface
- [CAFU Reports Overview](#)
- [CAFU Ad hoc Overview](#)
- [CAFU Query Studio Overview](#)

At the end of the guide you should be able to:

- Get an overview of CAFU 3.5 application and reports
- Access CAFU 3.5 Reporting Portal
- Understand the three ways of accessing data (Pre-defined, Cubes, and Ad hoc Reports)

Course Module

Module One CAFU Reporting Interface

Module One

CAFU Reporting Interface

Lesson One - CAFU Overview

Lesson One Topics

- Topic One CAFU Overview
- Topic Two CAFU Reporting Overview
- Topic Three How to Access CAFU Reporting
- Topic Four CAFU Reporting Interface
- Topic Five CAFU Reports Overview
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- Topic Seven CAFU Query Studio Overview

CAFU Overview

The CAFU 3.5 web application has been constructed in consonance with the independent, decision-making role of the contracting officer, and the financial advisory role of the contract auditor. It is designed to receive new audit reports from the Defense Contract Auditing Agency (DCAA) and audits to Contracting Officers (COs).

CAFU supports the following agencies:

- AIR FORCE
- ARMY
- DCMA
- NAVY
- TRICARE
- DoDIG

Topic Two - CAFU Reporting Overview

CAFU Reporting Overview

The data found in CAFU reports and cubes comes from the Contract Audit Follow-Up (CAFU) 3.5 Application and the SDW (also known as IDB). Data in SDW is populated from MOCAS. MOCAS, a mainframe application, is the prime source for contract related information. A nightly job extracts data from MOCAS and loads it into local SDW tables that all applications can utilize.

The CAFU reports list includes a series of status reports which provide the user the ability to see the status of all audits based on length of time overage.

These reports include:

- CAFU Status Over 12 Months Report
- CAFU Status 6 to 12 Months Report
- CAFU Status Less than 6 Months Report
- CAFU Status In Litigation Report
- CAFU Status Involved in Criminal Investigation Report
- CAFU Status Closed Report
- CAFU Historical Status Report
- CAFU Monthly Status Report
- CAFU Semi-Annual Report
- CAFU Semi-Annual Open Report
- CAFU Semi-Annual Closed Report

CAFU Reporting Overview (Continued)

Below is a description of some of the status reports for CAFU listed above:

CAFU Status Over 12 Months

- ✕ The CAFU Status Over 12 Months Report will allow the user to view audit reports that are over 12 months from the Audit Report Date, sorted by MC and reportable/non-reportable status. The user will be prompted to choose all or a specific MC and all audits or only reportable or non-reportable audits

CAFU Status 6 to 12 Months

- ✕ The CAFU Status 6 to 12 Months Report will allow the user to view audit reports that are 6 to 12 months from the Audit Report Date, sorted by MC and reportable/non-reportable status. The user will be prompted to choose all or a specific MC and all audits or only reportable or non-reportable audits

CAFU Status Less Than 6 Months

- ✕ The CAFU Status Less Than 6 Months Report will allow the user to view audit reports that are less than 6 months from the Audit Report Date, sorted by MC and reportable/nonreportable status. The user will be prompted to choose all or a specific MC and all audits or only reportable or non-reportable audits

CAFU Reporting Overview (Continued)

CAFU Status In Litigation Report

- ✧ The CAFU Status In Litigation Report will allow the user to view audit reports that are in litigation sorted by MC and reportable/non-reportable status. The user will be prompted to choose all or a specific MC and all audits or only reportable or non-reportable audits

CAFU Status Involved in Criminal Investigation

- ✧ The CAFU Status Involved in Criminal Investigation Report will allow the user to view audit reports that are involved in criminal investigation sorted by MC and reportable/nonreportable status. The user will be prompted to choose all or a specific MC and all audits or only reportable or non-reportable audits

CAFU Status Closed Report

- ✧ The CAFU Status Closed Report will allow the user to view audit reports that are closed sorted by MC and reportable/non-reportable status. The user will be prompted to choose all or a specific MC and all audits or only reportable or non-reportable audits. Closed audits will display an actual disposition date

CAFU Reporting Overview (Continued)

CAFU Semi-Annual Open Report

- ✂ The CAFU Semi-Annual Open Report will allow the user to view specific contract audit reports. This report displays open reportables. There are no parameters for this report and is run on September 30 and March 31 each year

CAFU Semi-Annual Closed Report

- ✂ The CAFU Semi-Annual Open Report will allow the user to view specific contract audit reports. This report displays closed reportable. There are no parameters for this report and is run on September 30 and March 31 each year

CAFU Reporting Overview (Continued)

In addition, DCMA reports list includes non-status reports that provide various audit information.

These reports include:

- CAFU Individual Contract Audit Inquiry
- CAFU Inquiry by Type of Audit
- CAFU Summary of Contract Audits Inquiry
- CAFU Summary by Type of Audit
- CAFU Unresolved Audits Over Six Months
- CAFU Added/Deleted Audit Report
- CAFU Audit List
- CAFU Import Failure Report
- CAFU Summary By Type Of Audit With Cost Question Summary
- CAFU Summary Of All Audits
- CAFU Top Level Summary by Type
- CAFU User Access Report

CAFU Reporting Overview (Continued)

Below is a description of some of the non-status reports for CAFU listed above:

CAFU Individual Contract Audit Inquiry

- ✧ The CAFU Individual Contract Audit Inquiry displays information for individual audits. The user is prompted to select an Audit Report Number. The report will provide detailed information for the selected audit such as dates, figures, codes, and descriptions

CAFU Inquiry by Type of Audit

- ✧ The CAFU Inquiry by Type of Audit Report will allow the user the ability to view audits by MC, audit type, and reportable or non-reportable status. The user will be prompted to select all or a specific MC, audit type and reportable or non-reportable status. CAFU Unresolved Audits Over Six Months
- ✧ The CAFU Unresolved Audits Over Six Months Report allows the user to view unresolved audits over six months from the Audit Report Date. The report has no actual resolution date. The user will be prompted to select all or a specific MC and reportable/non reportable status

CAFU Added/Deleted Audit Report

- ✧ This report displays audits that were added and deleted. The transaction message and audit information is displayed

CAFU Reporting Overview (Continued)

CAFU Audit List

- ✧ Displays information on non-reportable and reportable audits as to status in the CAFU system pipeline, contractor's name and issue date of the audit. User can click on the audit number to obtain other details

CAFU Import Failure Report

- ✧ This report displays audits that have failed to import to the IDB database. The error message and audit information is displayed

CAFU Summary by Type Of Audit With Cost Question Summary

- ✧ Displays the amount of questioned cost for each type of audit and displays summary by totals by CMO, District, and all of DCMA

CAFU Summary of All Audits

- ✧ Displays ACO codes and age status of audits, contractor name, cage code, audit type, cost questioned and cost sustained amounts, depending on user's filter choice of open

CAFU Reporting Overview (Continued)

CAFU Top Level Summary by Type

- ✧ Displays the total number of open audit reports by category type for an office, the DCE Group, District or all of DCMA (All)

CAFU User Access Report

- ✧ This report displays user access information. The user type, first and last name, and/or the ACO code are displayed

Service Report Details

- ✧ Service Reports are available to all service CAFU users to view metrics, statistics and summary of audits

CAFU Reporting Overview (Continued)

Two Ways Of Viewing Data:

- **Reports**
- **Ad hoc**

Reports	• Also known as “managed” or “canned” reports • Predetermined reports created by the IT eTools development team • The columns and categories are predetermined by DCMA users
Ad hoc	• Ad hoc queries are customized reports generated based on specific sets of data fields that you designate. Ad hoc queries can be saved for future execution without the need to re-create

Topic Three - How to Access CAFU Reporting

There are two ways to access the CAFU Reporting Interface:

Option 1 - Reports Portal

Once you have logged into eTools, the CAFU Reporting Interface can be accessed by selecting the Reports link under the My Pages menu on the Portal page.

How to open CAFU Reporting Interface from the Portal. (Graphics 1.1 - 1.2)

1. Click on the **Reports** link on My Pages.
2. Click on the **Contract Audit Follow-Up** icon.
 - CAFU's Reporting Interface 3.5 will display. (Graphic 1.6)



Graphic 1.1: Accessing CAFU Reports



Graphic 1.2: Accessing CAFU Reports Icon

Topic Three - How to Access CAFU Reporting

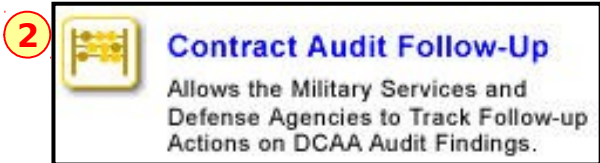
Option 2 - CAFU Application

Once you have logged into eTools, the CAFU Reporting Interface can be accessed by selecting the Application link under the My Pages menu on the Portal page.

- | | |
|--|--|
| How to open CAFU Reporting Interface from the CAFU application. (Graphics 1.3 - 1.4) | |
| 1. | Click on the Application link on the My Pages. |
| 2. | Click on the Contract Audit Follow-Up icon.
• CAFU's 3.5 Application will display. (Graphic 1.6) |



Graphic 1.3: Accessing Reports from the CAFU 2.0 Application



Graphic 1.4: Accessing CAFU Application Icon

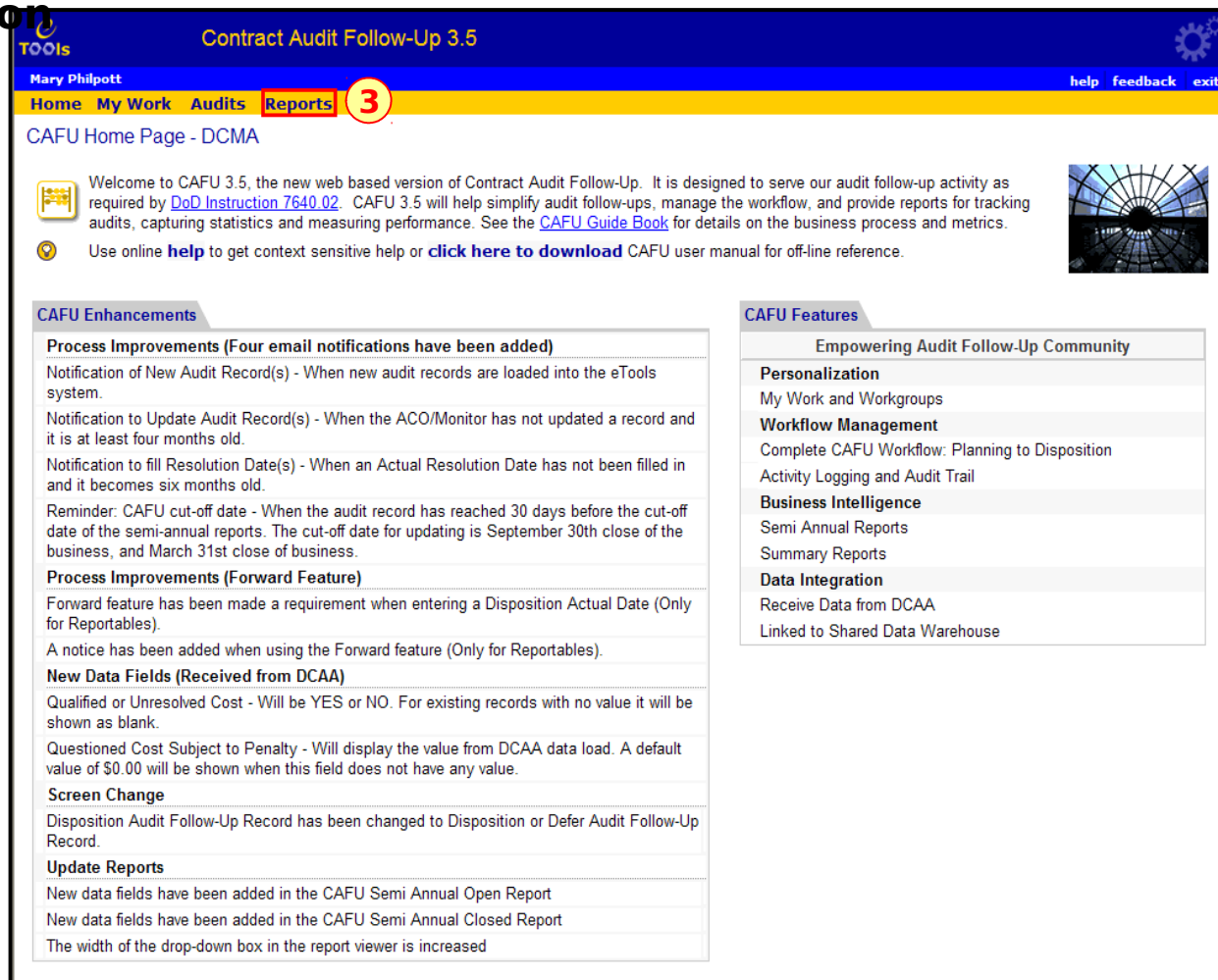
Topic Three - How to Access CAFU Reporting

Option 2 - CAFU Application

Once you have logged into the CAFU 3.5 Application, the CAFU Reporting Interface can be accessed by selecting the Reports link from the application menu bar.

How to open CAFU Reporting Interface from the CAFU application.
(Graphics 1.5 - 1.6)

3. Click on the Reports link on the application menu bar to access CAFU's Reporting Interface.



Graphic 1.5: Accessing Reports from the CAFU Application

Topic Four - CAFU Reporting Interface

CAFU Report List

The Report list displays all available Report and Ad hoc Reports for the application.

How to access the Reports and Ad hoc Reports. (Graphic 1.6)

1. From within the CAFU Reporting Interface, there will be two links on the reports menu bar from which to choose.
2. Click the link on the menu bar to run the appropriate report type.



Report List for Contract Audit Follow-Up
List of reports for this business area.

View	Report Name	Version Date	Description	Data Refresh
	CAFU Added/Deleted Audits	10 Sep 2009	This report displays audits that were added and deleted. The transaction message and audit information is displayed.	Immediate
	CAFU Audit List	10 Sep 2009	Displays information on reportable and non reportable audits by contractor's name, issue date, and status in the CAFU system pipeline. Users can click on the audit number to obtain other details.	Immediate
	CAFU Audits by Resolution Status	10 Sep 2009	This report shows the resolution status of all open audit reports by status.	Immediate
	CAFU Import Failure	10 Sep 2009	This report displays audits that have failed to import from DCAA DMIS to the IDB database. The error message and audit information is displayed.	Immediate
	CAFU Individual Contract Audit Inquiry	10 Sep 2009	Displays information on individual contract audits along with any milestones and/or audit activity. User may search for audits using the search feature or select the audit number from the drop-down list.	Immediate
	CAFU Inquiry by Type of Audit	10 Sep 2009	This report displays audits filtered by type and status for a Contracting Office, Division/Major Command, or for all DCMA/Individual Services.	Immediate
	CAFU Semi Annual Closed Report	10 Sep 2009	Displays reportable audits that have closed within the current 6 month period. The cumulative totals as of Sept 30 and March 31 are used for the Semi-Annual Report to the IG.	Immediate
	CAFU Semi Annual Closed Report - CSV	10 Sep 2009	Displays reportable audits that have closed within the current 6 month period. The cumulative totals as of Sept 30 and March 31 are used for the Semi-Annual Report to the IG.	Immediate
	CAFU Semi Annual Open Report	10 Sep 2009	Displays all open reportables. Report is used for the Semi-Annual report to the IG for the cut-off dates of Sept 30 and March 31.	Immediate
	CAFU Semi Annual Open Report - CSV	10 Sep 2009	Displays all open reportables. Report is used for the Semi-Annual report to the IG for the cut-off dates of Sept 30 and March 31.	Immediate
	CAFU Summary By Type Of Audit With Cost Question Summary	10 Sep 2009	Displays the amount of questioned cost for each type of audit and displays summary by totals by category.	Immediate
	CAFU Top Level Summary by Type	10 Sep 2009	Displays the total number of audit reports by age, category, status, and type. The open audit report list is shown as of the date the report was run and the closed audit reports are those that have been closed during this semi-annual period.	Immediate
	CAFU Unresolved Audits Over 6 Months	10 Sep 2009	Displays unresolved audits over six months of age from the audit report date. The user can filter by Reportable/Nonreportable and by CMO, District or all of DCMA. The target resolution dates and the ACO codes are visible.	Immediate
	CAFU User Access	10 Sep 2009	This report displays user access information. The user type, first and last name, and/or the ACO code are displayed.	Immediate

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HTML Format - best used for viewing on screen; offers better performance.
Excel Format - best used for manual manipulation of data.
Unformatted Excel (CSV) Format - best used for manual manipulation of large data sets.
PDF Format - best used for formatted printing.

Graphic 1.6 Reporting Interface

Topic Five - CAFU Reports Overview

CAFU Report List

Reports are accessed by clicking on the Reports link from the reports menu bar. The Reports Interface defaults to the Reports List screen. (Graphic 1.7)

View	Report Name	Version Date	Description	Data Refresh
	CAFU Added/Deleted Audits	10 Sep 2009	This report displays audits that were added and deleted. The transaction message and audit information is displayed.	Immediate
	CAFU Audit List	10 Sep 2009	Displays information on reportable and non reportable audits by contractor's name, issue date, and status in the CAFU system pipeline. Users can click on the audit number to obtain other details.	Immediate
	CAFU Audits by Resolution Status	10 Sep 2009	This report shows the resolution status of all open audit reports by status.	Immediate
	CAFU Import Failure	10 Sep 2009	This report displays audits that have failed to import from DCAA DMIS to the IDB database. The error message and audit information is displayed.	Immediate
	CAFU Individual Contract Audit Inquiry	10 Sep 2009	Displays information on individual contract audits along with any milestones and/or audit activity. User may search for audits using the search feature or select the audit number from the drop-down list.	Immediate
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Graphic 1.7: Report List

Topic Six- CAFU Ad hoc Overview

CAFU Ad hoc View

Ad hoc Reports are accessed by clicking on the Ad hoc link from the reports menu bar. (Graphic 1.8)

The screenshot shows the 'Contract Audit Follow-Up 3.5' interface. At the top, there's a navigation bar with 'Tools', 'eTools', and 'Welcome Mary Philcott'. Below this, a 'Reports' menu bar highlights the 'Ad hoc' link. The main content area is titled 'Report List for Contract Audit Follow-Up' and lists various reports. Each report entry includes a 'View' column with icons, a 'Report Name', a 'Version Date' (all 10 Sep 2009), a 'Description', and a 'Data Refresh' status (all 'Immediate'). At the bottom, there's a legend for output formats: HTML, Excel, Unformatted Excel (CSV), and PDF.

View	Report Name	Version Date	Description	Data Refresh
	CAFU Added/Deleted Audits	10 Sep 2009	This report displays audits that were added and deleted. The transaction message and audit information is displayed.	Immediate
	CAFU Audit List	10 Sep 2009	Displays information on reportable and non reportable audits by contractor's name, issue date, and status in the CAFU system pipeline. Users can click on the audit number to obtain other details.	Immediate
	CAFU Audits by Resolution Status	10 Sep 2009	This report shows the resolution status of all open audit reports by status.	Immediate
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	CAFU User Access	10 Sep 2009	This report displays user access information. The user type, first and last name, and/or the ACO code are displayed.	Immediate

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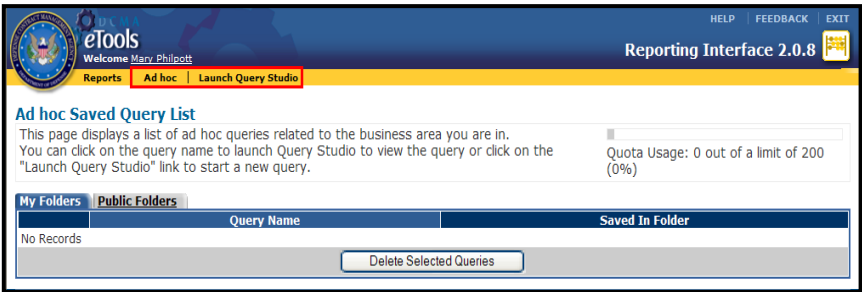
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 PDF Format - best used for formatted printing.

Graphic 1.8: Reports List

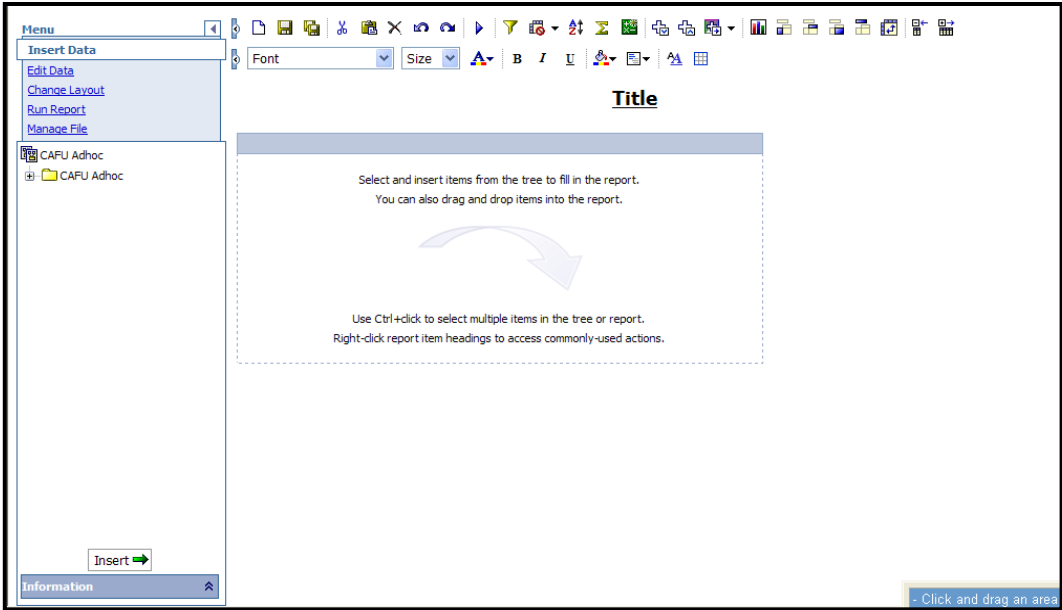
Topic Seven - CAFU Query Studio Overview

CAFU Query Studio View

After clicking the Ad hoc link, the Launch Query Studio (Graphic 1.9) link appears. Clicking on this link launches the Query Studio interface. (Graphic 1.10)



Graphic 1.9: Ad hoc and Launch Query Studio Links

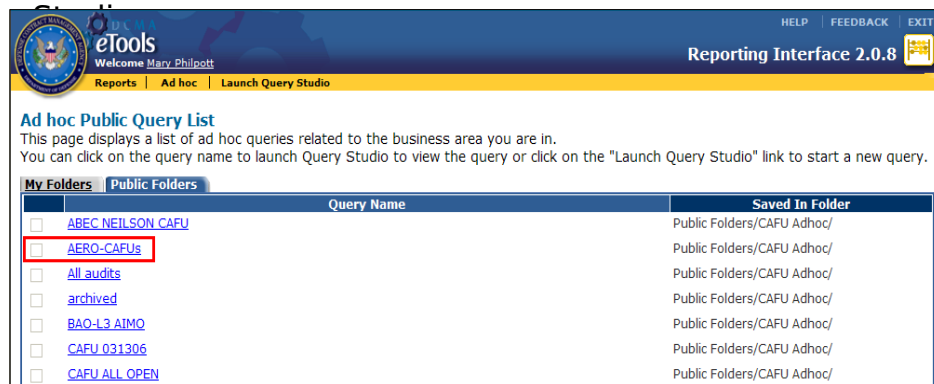


Graphic 1.10: Query Studio View

Topic Seven - Query Studio Overview

CAFU Query Studio Overview (Continued)

Click a query name under My Folders tab or Public Folders (Graphic 1.11) tab to launch the saved query in Query



Graphic 1.11: Public Folders Query

Aero Open CAFUs (Reportable and Non-Reportable)

Status: (OA) Over one year, (OB) Six to twelve months, (OC) Less than six months
District: DCMA Aeronautical Systems Division
Contracting Office: Ascending order

# Audit Reports	Non Reportable	Reportable	Summary
DCMA AERONAUTICAL SYSTEMS DIVISION		25	25
DCMA AIRCRAFT INTEGRATED MAINTENANCE OPERATIONS	1	10	11
DCMA AIRCRAFT INTEGRATED MAINTENANCE OPERATIONS - BETHPAGE	2	1	3
DCMA AIRCRAFT INTEGRATED MAINTENANCE OPERATIONS - BIRMINGHAM	2		2
DCMA AIRCRAFT INTEGRATED MAINTENANCE OPERATIONS - ENTERPRISE	3	2	5
DCMA AIRCRAFT INTEGRATED MAINTENANCE OPERATIONS - GREENVILLE	5		5
DCMA AIRCRAFT INTEGRATED MAINTENANCE OPERATIONS - KELLY	6		6
DCMA AIRCRAFT INTEGRATED MAINTENANCE OPERATIONS - MELBOURNE	1	1	2
DCMA AIRCRAFT PROPULSION OPERATIONS - GE CINCINNATI (DISESTABLISHED)	27		27
DCMA AIRCRAFT PROPULSION OPERATIONS - GE ENGINES	38	3	41
DCMA AIRCRAFT PROPULSION OPERATIONS - HAMILTON SUNDSTRAND		2	2
DCMA AIRCRAFT PROPULSION OPERATIONS - KELLY		1	3
DCMA AIRCRAFT PROPULSION OPERATIONS - PRATT AND WHITNEY		11	11
DCMA AIRCRAFT PROPULSION OPERATIONS - ROLLS ROYCE CORPORATION		11	11
DCMA BAE SYSTEMS	26	10	36
DCMA BELL HELICOPTER TEXTRON	183	1	184
DCMA BOEING LONG BEACH		3	3
DCMA BOEING MESA	12		12

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Graphic 1.12: Query Studio View

Module One Covered the Following Topics:

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